



Sample Waiver of Right for 30-Day Action Letter

Note: Significant changes to associated plans will require additional review time and will therefore postpone placement on meeting agenda.

Insert Date

City of Frisco
Development Services
6101 Frisco Square Blvd., 3rd Floor
Frisco, Texas 75034

RE: Waiver of Right for 30-Day Action

Development Services:

As the representative of *(insert the project name)*, City project number *(insert case number)*, I hereby waive the right for action on the *(insert type of plat – preliminary, final, conveyance, amended, vacated, or replat)* plat for *(insert subdivision name, block and lot)* within thirty (30) days of the submittal date of the plat. The plat and associated plans will be resubmitted to Development Services ten (10) business days prior to the desired meeting to provide adequate time for staff review and scheduling purposes.

Sincerely,

Insert Printed Name and Signature of Applicant and/or Representative